

L9 SVQ in Built Environment Design Management

SUGGESTED EVIDENCE

It will be necessary for you to start gathering information which can be used as evidence within your NVQ. The following list gives some examples of documentation that will be useful.

Evidence		Additional Information
1	CV	Including present job description, referees with name, company address, position, telephone numbers
2	Reference	To cover roles and responsibilities within the company
3	Professional Development Records	
4	Personal Development Plan	For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)
5	Certificates	To include training company address and telephone number and brief description of the course on the reverse
6	Management Chart	To include company job description and responsibilities – family tree
7	Design Risk Register	
8	Method Statement/Risk Assessment	To include full briefing sheet signed and dated
9	Thermal U Value calculations	
10	Survey Reports	
11	Survey Data	
12	Dimensional Data	
13	Design Data	
14	Minutes from Pre-start Meeting	Fully detailed with actions
15	Minutes from Progress / Design Meetings	Fully detailed with actions
16	Contract Review Meeting Minutes	
17	Minutes from Stakeholders Meetings	
18	Engineering calculations for sheeting / supports	
19	Broof T4 Compliance – Fire Certificates	
20	Programme of Works	
21	Working Drawings	

22	Rainwater Drainage Calculations	
23	Wind Uplift Calculations	
24	Bill of Quantities	
25	Manufacturers Guidelines	To include health and safety measures / methods of use / waste disposal
26	Working Drawings	To include revisions / amendments / specification
27	Alteration of works / Variation Order / RFI / CVI / Technical Query	
28	Technical Submittals	
29	Stage 4 Drawing approval process via digital portals	
30	Design Deliverable Schedule	
31	Design Variation Tracker	
32	Design Drawing Tracker	
33	Design RFI Form to Main Contractor / Contractor / Principal Designers	
34	Manufactures Specifications	
35	Manufactures Project Guarantee	
36	Design Responsibility Matrix RACI Matrix	
37	Responses to Client Brief or Change Request	
38	Design Compliance	Recommendations made to meet planning conditions, building regulations or technical standards
39	Post Design Review Evidence	
40	Design Coordination Meeting Minutes	
41	Design Approval / Sign Off	
42	Change Control Records NCRs	

43	Design Responsibility Matrix	
44	CDM Design Review	How you reviewed the design requirements
45	Example of how you identified hazards at design stage	
46	Example of how you eliminate the eliminate hazards and reduce risk during design	
47	Example of how you provide remaining risks to the stakeholders	
48	Alteration of works / Variation Order / RFI / CVI / Technical Query	
49	Annual Appraisals	For self and employees
50	Training and Course Request	For self and employees
51	Membership Application	Confirmation letter, certificate
52	Confirmation of Appointment Letters	